

DEALER CHECK LIST

We are providing a checklist for the **most commonly missed** items in the application process, which **delays** the issuance of your dealer license. Please be sure to read the Instructions for Completing the **VEHICLE DEALER/MANUFACTURER ADDENDUM** for detailed information and complete this DEALER CHECKLIST.

- ☐ In order to obtain a Dealers license, your business must be located at a **permanent enclosed commercial building**. Please refer to **Section 7** on the Instructions for the additional business location requirements. **A copy is provided on the reverse side of this dealer checklist.**
- ☐ Have you submitted the correct fees (see enclosed **Vehicle-Related LICENSE AND FEE DESCRIPTION SHEET**)?
- ☐ If you are applying as a Corporation or LLC, have you completed the **Corporate Information** or **Limited Liability Company Information** form?
- ☐ Under section 3 of the **Vehicle Dealer/Manufacturer Addendum**, have you indicated whether you are selling new or used vehicles? If you indicated "New", have you attached the list of vehicle manufacturers your dealership represents; and a **Sales and Service Agreement** for each manufacturer listed?
- ☐ Has each owner, partner, corporate officer and/or member of the business completed a **fingerprint card** and **Personal/Criminal History Statement** form? Have you completed the vital statistics and signed your name on your **fingerprint card**? Have you completed the **Personal/Criminal History Statement** form in full, signed your name and answered the YES or NO criminal history statement question?
- ☐ On the **Financial/Source of Funds Statement**, are **all** Assets and Liabilities provided and **totaled**? Is it signed and dated on the backside? Is the information current within the last 30 days? Have you included the required verification documents for all assets listed (current bank statements, copies of titles/registrations for vehicles owned, copy of current tax assessors' statement for real estate owned, etc.? Have you included the lease agreement information for the business location as a liability?
 - If applying as a sole proprietor or partnership, each owner or partner must submit a separate form listing all of their personal assets and liabilities.
 - If applying as a Corporation, LLC or LLP, one form must be submitted to include only the assets and liabilities of the business entity.
- ☐ Have you submitted a signed and dated copy of your **lease agreement** (valid for a minimum of 1 year) with the business address clearly shown, use of property and term of the lease indicated or a **copy of the tax statement** if you own the property?
- ☐ Have you signed the **bond** or are all partners signatures provided? Does your business name and city on the application match the business name and city on the bond **exactly**? Please refer to Section 5 on the Instructions as to who should sign the bond and how the bond name should appear. Does the bond have a commencing date? Is the Power of Attorney attached?
- ☐ Have you enclosed a copy of your certification of having successfully completed at least eight (8) hours of approved dealer education, as required by RCW 46.70.041(I)(1) and 46.70.079? *(Does not apply to franchised dealers of new cars and trucks; franchised dealers of new recreational vehicles; vehicle wholesalers; miscellaneous vehicle dealers; nationally franchised or corporate-owned rental companies; manufactured home dealers; national auction companies dealing primarily in totaled vehicles; or wholesale auction companies.)*

For more information, contact Dealer Services at (360)664-6466.

ESTABLISHED PLACE OF BUSINESS REQUIREMENTS

It is your responsibility to ensure that your business site complies with all applicable building codes, zoning and other land-use ordinances (contact the city/county zoning department). By filing the application and signing the Master Application form you are certifying that the site is in compliance with all such land use laws.

Before your license is approved, your business site will need to be certified as complying with the established place of business requirements. Your application will not be approved unless these requirements are met at the time of the inspection. The requirements include:

- Business is located at a **commercial property & building**;
- A **permanent sign** on the site identifying the name and nature of business (such as auto sales), and which is visible from the major avenue of approach.
- The business must have a **telecommunications system** in operation with its phone number listed in directory assistance.
- **Books, records, and files** necessary to conduct the business shall be kept and maintained at the business location; and
- Normal **business hours** are 10:00 a.m. to 4:00 p.m., a minimum of five days per week. These hours must be prominently posted at the main entrance door(s). You are required to be open for business during these times. Additional hours and days of operation may be added at your discretion.

A **retail vehicle dealer** shall be open during normal business hours, maintain office in a commercially zoned location or in a location complying with all applicable building and land use ordinances, and maintain a business telephone listing in the local directory. An exterior sign visible from the nearest street shall identify the business name and the nature of business. When two or more vehicle dealer businesses share a location, all records, office facilities, and inventory shall be physically segregated and clearly identified.

A **wholesale vehicle dealer** shall have office facilities in a commercial building within this state, and all storage facilities for inventory shall be listed with the department, and shall meet local zoning and land use ordinances. A wholesale vehicle dealer shall maintain a telecommunications system. An exterior sign visible from the nearest street shall identify the business name and the nature of business. When two or more vehicle dealer businesses share a location, all records, office facilities, and inventory, if any, must be physically segregated and clearly identified.

After you have submitted a complete application you will be contacted by a Dealer Investigator to arrange for a required inspection of your business site. For more information, contact Dealer Services at (360)664-6466.

If you have any questions pertaining to the established place of business requirements, please contact your local Dealer Investigators office at the following locations:

SEATTLE	(206)706-4255	OLYMPIA	(360)664-6475
UNION GAP	(509)575-2777	KENNEWICK	(509)734-7138
SPOKANE	(509)482-3886	COULEE DAM	(509)633-7031